


Chapter 6: Statement Selection Screen

The **Statement Selection Screen** is a screen that supports the data entry, validation, CPA Certification, and submission functions of the system.

The **Statement Selection Screen** provides:

- A view of all properties associated with the created submission record.
- Information on each property associated with the submission record.
- A link to the data entry screens for each statement associated with the submission,
 - For single property and combined submissions, only one link is provided.
 - For consolidated submissions, a link to data entry screens for each statement (entity-level and each property) associated with the submission record is provided.
- A validation status for each statement associated with the submission.
- A link to print the data once the statement is validated.
- Buttons to submit for CPA Certification, Review of CPA Certification Results, and Submission of the AFS data to HUD will be displayed, based upon the validation status of the statement(s) associated with the submission record and the status of the submission record.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Statement Selection Screen						
Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
Consolidated Statement			01/01/1995	12/31/1995	Draft	
HARDEN APARTMENTS (1)	010TC111		01/01/1995	12/31/1995	Draft	
WEAVER APARTMENTS (2)	010TC112		01/01/1995	12/31/1995	Draft	

To submit the AFS, you **MUST** complete and validate a statement for each property listed above.

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Submission and Certification Buttons


The **Statement Selection Screen** displays buttons only after the statement has been validated. Example A demonstrates that the AFS submission is Validated, and ready to be submitted for assessment or submitted for CPA attestation.

Example A

Annual Financial Statement

Electronic Submission

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Statement Selection Screen

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
Consolidated Statement			01/01/1996	12/31/1996	Validated	View Data
HARDEN APARTMENTS (1)	010TC111		01/01/1996	12/31/1996	Validated	View Data
WEAVER APARTMENTS (2)	010TC112		01/01/1996	12/31/1996	Validated	View Data

To submit the AFS, you MUST complete and validate a statement for each property listed above.

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Buttons do not display when an AFS submission has a validation status of Draft as shown in Example B.

Example B

Annual Financial Statement

Electronic Submission

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Statement Selection Screen

Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
Consolidated Statement			01/01/1995	12/31/1995	Draft	
HARDEN APARTMENTS (1)	010TC111		01/01/1995	12/31/1995	Draft	
WEAVER APARTMENTS (2)	010TC112		01/01/1995	12/31/1995	Draft	

To submit the AFS, you MUST complete and validate a statement for each property listed above.

[FASSUB Main Menu](#)
[<REAC Financial Assessment for FHA/MF Housing>](#)
Comments or Questions, <REAC Technical Assistance Center>

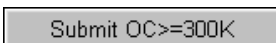
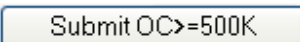
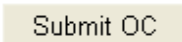


This table lists the availability of the buttons for owner-certified and audited statements based on the type of submission, the role of the user (SUB – Submitter and CPC – CPA Certifier), and the submission status (displayed on the **Submission Status Box**).

Status of Submission Record									
	Owner Certified Statements	Audited Statements							
Submission Status	Draft	Draft		CPA Review		CPA Approved		CPA Disapproved	
BUTTON	User Role	User Role		User Role		User Role		User Role	
	SUB	SUB	CPC	SUB	CPC	SUB	CPC	SUB	CPC
Submit for CPA Certification <input type="button" value="Submit for CPA Certification"/>		X						X	
Continue with CPA Certification <input type="button" value="Continue with CPA Certification"/>					X				
View CPA Certification <input type="button" value="View CPA Certification"/>						X		X	
Submit Audited <input type="button" value="Submit AUD 2000.04"/> <input type="button" value="Submit AUD-A133"/>	X					X			
Submit Owner Certified <input type="button" value="Submit OC"/> <input type="button" value="Submit OC>=300K"/> <input type="button" value="Submit OC>=500K"/>	X								

SUBMITTER

SUBMITTING OWNER-CERTIFIED AFS SUBMISSION



The following are examples of different scenarios that occur on the Statement Selection Screen depending on the type of submission, the user role, and the status of the submission.

Step	FUNCTION																								
Submitting Statement to HUD																									
1	<p>On the Statement Selection Screen, click on the  or  or  button, depending on the threshold and FYE date.</p> <div><div><div>Annual Financial Statement</div><div>Electronic Submission</div><div>U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div></div><div></div></div> <div><table><tr><th colspan="8">Statement Selection Screen</th></tr><tr><th>Project</th><th>FHA/Contract</th><th>M2M</th><th>Distribution Allowed</th><th>Period From</th><th>Period To</th><th>Status</th><th>Print Statement</th></tr><tr><td>THE VILLAGE (1)</td><td>050TC551</td><td></td><td>LTD</td><td>01/01/1996</td><td>12/31/1996</td><td>Validated</td><td>View Data</td></tr></table></div> <p>To submit the AFS, you MUST complete and validate a statement for each property listed above.</p> <div></div>	Statement Selection Screen								Project	FHA/Contract	M2M	Distribution Allowed	Period From	Period To	Status	Print Statement	THE VILLAGE (1)	050TC551		LTD	01/01/1996	12/31/1996	Validated	View Data
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<p>The column headings are as follows:</p> <ul style="list-style-type: none">Project: Project NameFHA/Contract: FHA or Contract Number of this Project.M2M: If this is an M2M Project, a "Y" appears.Distribution Allowed: "LTD" is displayed if this project has Limited Distribution; "UNLM" is displayed if this project has Unlimited Distribution.Period From: The beginning of the statement period.Period To: The end of the statement period. Normally this coincides with the entity's Fiscal Year End.Status: Displays the current status of the statement: Draft, Validated, or CPA Review.Print Statement: After the statement has passed Validation, a View Data link is displayed. Clicking this link displays the complete statement in another browser window, which is then printable from your browser.																									

SUBMITTER

SUBMITTING OWNER-CERTIFIED AFS SUBMISSION

The following are examples of different scenarios that occur on the Statement Selection Screen depending on the type of submission, the user role, and the status of the submission.





Step	FUNCTION								
2	<p>On the Warning screen, read the warning, and click on the <u>Click to submit statement data</u> link.</p> <div><div><div>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div><div></div></div><div><p>Warning</p><p>Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:</p><ol style="list-style-type: none">1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per violation, plus 3 times the amount of damages that the government sustains; and3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30.<div>Back to the Statement Selection Screen</div><div>[Click to submit statement data]</div></div></div>								
3	<p>The submission is confirmed.</p> <p>Click on the <u>FASSUB Main Menu</u> link to return to the options list or to exit the system.</p> <div><div><div>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div><div></div></div><div><p>Your OC>=300K Statement Data for</p><table><tr><th>Project Name</th><th>FHA/Contract Number</th><th>Date From</th><th>Date To</th></tr><tr><td>THE VILLAGE (1)</td><td>050TC551</td><td>01/01/1996</td><td>12/31/1996</td></tr></table><p>has been Accepted on Sep 15, 2003 01:48 PM!</p><p>FASSUB Main Menu</p></div></div>	Project Name	FHA/Contract Number	Date From	Date To	THE VILLAGE (1)	050TC551	01/01/1996	12/31/1996
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Submissions are removed from the **Submission Status Box** and **Statement Selection Screen** after being submitted to HUD.

SUBMITTER

SUBMITTING AUDITED AFS SUBMISSION



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Submitting for CPA Certification																																															
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SUBMITTER

SUBMITTING AUDITED AFS SUBMISSION


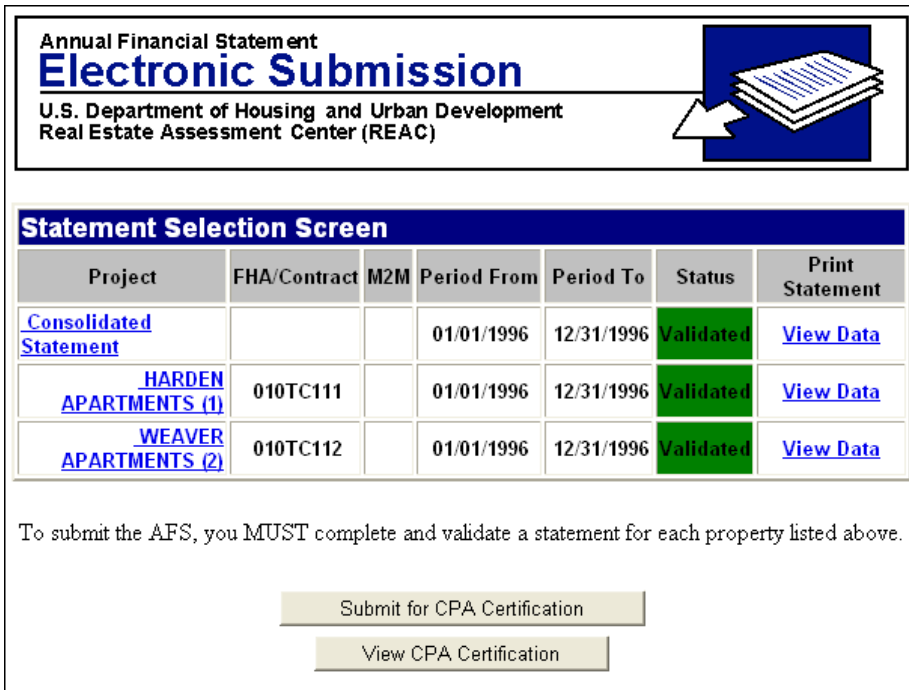

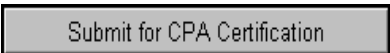

The following are examples of different scenarios that occur on the Statement Selection Screen depending on the type of submission, the user role, and the status of the submission.

STEP	FUNCTION																				
3	<p>Access the Submission Status Box to view the submission status change to “CPA Review”.</p> <div><div><div>Annual Financial Statement</div><div>Electronic Submission</div><div>U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div></div><div></div></div> <div><table><tr><th colspan="5">Submission Status Box</th></tr><tr><th>Tax ID</th><th>Project</th><th>AFS FYE</th><th>Submission Type</th><th>Submission Status</th></tr><tr><td>888888881</td><td>Consolidated Statement</td><td>12/31/1996</td><td>AUD-2000.04</td><td>CPA Review</td></tr><tr><td>888888882</td><td>Combined Statement</td><td>12/31/1996</td><td>AUD-2000.04</td><td>CPA Review</td></tr></table></div>	Submission Status Box					Tax ID	Project	AFS FYE	Submission Type	Submission Status	888888881	Consolidated Statement	12/31/1996	AUD-2000.04	CPA Review	888888882	Combined Statement	12/31/1996	AUD-2000.04	CPA Review
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Receives “CPA Disapproved” Status																					
1	<p>Click on the submission link (e.g., Consolidated Statement) in the <i>Project</i> column with submission status as “CPA Disapproved”.</p> <div><div><div>Annual Financial Statement</div><div>Electronic Submission</div><div>U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div></div><div></div></div> <div><table><tr><th colspan="5">Submission Status Box</th></tr><tr><th>Tax ID</th><th>Project</th><th>AFS FYE</th><th>Submission Type</th><th>Submission Status</th></tr><tr><td>888888881</td><td>Consolidated Statement</td><td>12/31/1996</td><td>AUD-2000.04</td><td>CPA Disapproved</td></tr><tr><td>888888882</td><td>Combined Statement</td><td>12/31/1996</td><td>AUD-2000.04</td><td>CPA Review</td></tr></table></div>	Submission Status Box					Tax ID	Project	AFS FYE	Submission Type	Submission Status	888888881	Consolidated Statement	12/31/1996	AUD-2000.04	CPA Disapproved	888888882	Combined Statement	12/31/1996	AUD-2000.04	CPA Review
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The following are examples of different scenarios that occur on the Statement Selection Screen depending on the type of submission, the user role, and the status of the submission.

STEP	FUNCTION
2	<p>Click on the  button on the Statement Selection Screen.</p> <div data-bbox="387 683 1300 1370">  </div>
3	<p>Review the Auditor Certification and click on the  button.</p>
4	<p>Access the Statement Selection Screen via the Submission Status Box.</p> <p>Make the necessary modifications to the data based on the review of the Auditor Procedures, and validate the statement(s).</p>
5	<p>Click on the  button.</p>
6	<p>Click on the  button to return to the Select An Option screen.</p>

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STEP	FUNCTION																																			
Receives "CPA Approved" Status																																				
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3	<p>Click on the Submit AUD-A133 or Submit AUD 2000.04 button, depending on the audit type. The Warning screen displays.</p> <div><div><div>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div></div><div><p>Warning</p><p>Any person who knowingly presents materially false, fictitious or fraudulent statements in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to penalties, sanctions or other regulatory actions, including but not limited to:</p><ol style="list-style-type: none">1. fines and imprisonment under 18 U.S.C. 287, 1001, 1010 and 1012, which provide for fines of a maximum of \$250,000 for individuals and \$500,000 for organizations, or imprisonment for up to 5 years, or both;2. civil penalties and damages under 31 U.S.C. 3729 of not less than \$5,000 and not more than \$10,000 per violation, plus 3 times the amount of damages that the government sustains; and3. administrative sanctions, claims and penalties by HUD pursuant to 24 C.F.R parts 24, 28 and 30.<div>Back to the Statement Selection Screen</div><div>[Click to submit statement data]</div></div></div>																
4	<p>Click on the Click to submit statement data link. The Your [type] Statement Data has been Accepted on [date/time]! displays.</p> <div><div><div>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div></div><div><p>Your AUD-2000.04 Statement Data for</p><table border="1"><thead><tr><th>Project Name</th><th>FHA/Contract Number</th><th>Date From</th><th>Date To</th></tr></thead><tbody><tr><td>Consolidated Statement</td><td></td><td>01/01/1996</td><td>12/31/1996</td></tr><tr><td>HARDEN APARTMENTS (1)</td><td>010TC111</td><td>01/01/1996</td><td>12/31/1996</td></tr><tr><td>WEAVER APARTMENTS (2)</td><td>010TC112</td><td>01/01/1996</td><td>12/31/1996</td></tr></tbody></table><p>has been Accepted on Sep 15, 2003 02:12 PM!</p><div>FASSUB Main Menu</div></div></div>	Project Name	FHA/Contract Number	Date From	Date To	Consolidated Statement		01/01/1996	12/31/1996	HARDEN APARTMENTS (1)	010TC111	01/01/1996	12/31/1996	WEAVER APARTMENTS (2)	010TC112	01/01/1996	12/31/1996
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WEAVER APARTMENTS (2)	010TC112	01/01/1996	12/31/1996														

Submission Process is Completed!

CPA CERTIFIER

SUBMITTING AUDITED AFS SUBMISSION


The following are examples of different scenarios that occur on the Statement Selection Screen depending on the type of submission, the user role, and the status of the submission.

STEP	FUNCTION																				
Receives an AFS Submission for CPA Review																					
1	<p>The submission status indicates the submission status is “CPA Review” on the Submission Status Box . Click on the submission link (e.g., <u>Combined Statement</u>) in the <i>Project</i> column.</p> <div><div><div>Annual Financial Statement</div><div>Electronic Submission</div><div>U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div></div><div></div></div> <table><tr><th colspan="5">Submission Status Box</th></tr><tr><th>Tax ID</th><th>Project</th><th>AFS FYE</th><th>Submission Type</th><th>Submission Status</th></tr><tr><td>888888882</td><td>Combined Statement</td><td>12/31/1996</td><td>AUD-2000.04</td><td>CPA Review</td></tr><tr><td>888888887</td><td>ACRES HOMES (2)</td><td>12/31/1996</td><td>AUD-A133</td><td>Draft</td></tr></table> <p>FASSUB Main Menu</p> <p><REAC Financial Assessment for FHA/MF Housing></p> <p>Comments or Questions <REAC Technical Assistance Center></p>	Submission Status Box					Tax ID	Project	AFS FYE	Submission Type	Submission Status	888888882	Combined Statement	12/31/1996	AUD-2000.04	CPA Review	888888887	ACRES HOMES (2)	12/31/1996	AUD-A133	Draft
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CPA CERTIFIER

SUBMITTING AUDITED AFS SUBMISSION



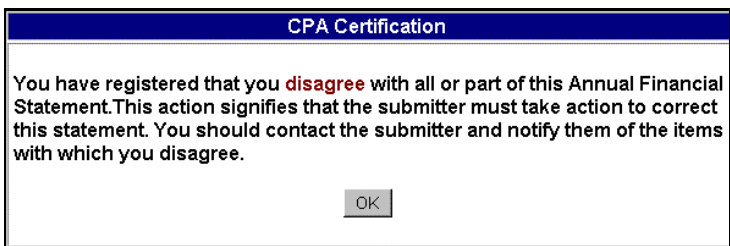

The following are examples of different scenarios that occur on the Statement Selection Screen depending on the type of submission, the user role, and the status of the submission.

STEP	FUNCTION																																																	
2	<div>Click on the <div>Continue with CPA Certification</div> button on the Statement Selection Screen.</div> <div><div><div>Annual Financial Statement Electronic Submission U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)</div><div></div></div><div><div>Statement Selection Screen</div><table><tr><th>Project</th><th>FHA/Contract</th><th>M2M</th><th>Period From</th><th>Period To</th><th>Status</th><th>Print Statement</th></tr><tr><td>Combined Statement</td><td></td><td></td><td>01/01/1996</td><td>12/31/1996</td><td>Validated</td><td>View Data</td></tr><tr><td>DAVID BARKER TOWNHOUSES COOPERATIVE (1)</td><td>020TC221</td><td></td><td>01/01/1996</td><td>12/31/1996</td><td>Validated</td><td></td></tr><tr><td>DAVID BARKER TOWNHOUSES COOPERATIVE (2)</td><td>020TC222</td><td></td><td>01/01/1996</td><td>12/31/1996</td><td>Validated</td><td></td></tr><tr><td>DAVID BARKER TOWNHOUSES COOPERATIVE (3)</td><td>020TC223</td><td></td><td>01/01/1996</td><td>12/31/1996</td><td>Validated</td><td></td></tr><tr><td>DAVID BARKER TOWNHOUSES COOPERATIVE (4)</td><td>020TC224</td><td></td><td>01/01/1996</td><td>12/31/1996</td><td>Validated</td><td></td></tr><tr><td>DAVID BARKER TOWNHOUSES COOPERATIVE (5)</td><td>020TC225</td><td></td><td>01/01/1996</td><td>12/31/1996</td><td>Validated</td><td></td></tr></table><div>To submit the AFS, you MUST complete and validate a statement for each property listed above.</div><div>Continue with CPA Certification</div></div></div>	Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement	Combined Statement			01/01/1996	12/31/1996	Validated	View Data	DAVID BARKER TOWNHOUSES COOPERATIVE (1)	020TC221		01/01/1996	12/31/1996	Validated		DAVID BARKER TOWNHOUSES COOPERATIVE (2)	020TC222		01/01/1996	12/31/1996	Validated		DAVID BARKER TOWNHOUSES COOPERATIVE (3)	020TC223		01/01/1996	12/31/1996	Validated		DAVID BARKER TOWNHOUSES COOPERATIVE (4)	020TC224		01/01/1996	12/31/1996	Validated		DAVID BARKER TOWNHOUSES COOPERATIVE (5)	020TC225		01/01/1996	12/31/1996	Validated	
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3	<div>Enter the Reporting Entity's name and click on either the Yes or No button based on the audit firm's CPA role.</div> <div><div><div>Enter Reporting Entity's Name (e.g. Jones Inc.)</div><div><div></div></div><div>Is the audit firm performing the agreed upon procedures the same firm performing the audit?</div><div><div>Yes</div><div>No</div></div></div></div>																																																	

CPA CERTIFIER

SUBMITTING AUDITED AFS SUBMISSION

The following are examples of different scenarios that occur on the Statement Selection Screen depending on the type of submission, the user role, and the status of the submission.

STEP	FUNCTION
4	<p>Verify the audit firm information, and click on the  button on the Audit Firm Details screen. In this example, Yes was selected. For a detailed description of certification process, review Chapter 8 – <i>CPA Certification</i>.</p>
5	<p>Click the appropriate radio buttons in the <i>Agrees</i> or <i>Does Not Agree</i> columns for the Auditor Procedures, and complete the required audit firm information.</p> <p>Click on the  button.</p>
6	<p>In this instance, the CPA Certifier answers “Does Not Agree” to an Auditor Procedure.</p> <p>Click on the OK button on the screen displaying that the auditor disagreed with all or part of the AFS.</p> <div data-bbox="483 1187 1217 1431" data-label="Image">  </div> <p>This action results in a CPA disapprove status for this submission.</p>
7	<p>Click on the  button on the Auditor Procedures screen that redisplay. The Select An Option Screen displays.</p>

Viewing Statement Data and Printing

Viewing Statement Data

After a statement is validated and before it is submitted to HUD or, in the case of audited statements, submitted for CPA Certification, Submitters can review the account data, list of accounts and data entered for each template (e.g., Balance Sheet Data, Cash Flow Data, etc.). Any changes or saving of the data will require the user to validate the statement again. Once an audited statement has been submitted for CPA Review or has been CPA Approved, the templates may be viewed but are not editable. CPA Certifiers are allowed to view only statement data for audited statements that are submitted for CPA Review. If the statement has been CPA Disapproved, the Submitter is allowed to edit the statement.

To view statement data, click on the statement link in the *Project* column. The data displays as either editable or non-editable based on the user role, the type of submission and the status of the statement.

Project Name	FHA/Contract Number	Date From	Date To
HARDEN APARTMENTS (1)	010TC111	01/01/1996	12/31/1996

Supplemental Schedules with Financial Statement Data	Notes & Auditor Reports	Supplemental Data
Balance Sheet Data	Profit and Loss Data	Equity Data
	Cash Flow Data	

Account	Description	Value	Details
Assets			
1120	Cash - Operations	\$ 432138	N/A
1121	Construction Cash Account	\$	N/A
2036T	Total Liabilities and Equity/Retained Earnings (Corporations)	\$	N/A

[\[Validate Your Submission\]](#)

[\[Return to Statement Selection Screen\]](#)

Balance Sheet Data	Profit and Loss Data	Equity Data	Cash Flow Data
Supplemental Schedules with Financial Statement Data	Notes & Auditor Reports	Supplemental Data	

Printing Statement Data

Before a statement is submitted, the user can print the statement(s) via the **Statement Selection Screen**, and review the account data, list of the accounts, and data entered. The Print Statement function provides all account values entered in one comprehensive list.


To utilize the Print Statement function:

1. Click on the [View Data](#) link in the *Print Statement* column for the appropriate annual financial statement on the **Statement Selection Screen**.

Annual Financial Statement

Electronic Submission

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Statement Selection Screen						
Project	FHA/Contract	M2M	Period From	Period To	Status	Print Statement
Consolidated Statement			01/01/1996	12/31/1996	Validated	View Data
HARDEN APARTMENTS (1)	010TC111		01/01/1996	12/31/1996	Validated	View Data
WEAVER APARTMENTS (2)	010TC112		01/01/1996	12/31/1996	Validated	View Data


To submit the AFS, you **MUST** complete and validate a statement for each property listed above.

A complete list of all account numbers and values entered displays in a new browser window. *(This is only a partial view of the list of account data entered).*

Annual Financial Statement

Electronic Submission

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)



Owner: HARDEN & WEAVER, A PARTNERSHIP
(Type 1)

Reporting From: 01/01/1996



FHA/Contract Number(s): 010TC111

TIN: 888888881

Reporting To: 12/31/1996

Submission Type: AUD-2000.04

Assets		
Account	Description	Value
1120	Cash - Operations	\$ 432,138
1135	Accounts Receivable - HUD	\$ 4,164
1140	Accounts and Notes Receivable - Operations	\$ 859
1200	Miscellaneous Prepaid Expenses	\$ 30,526
1100T	Total Current Assets	\$ 467,687
1191	Tenant/Patient Deposits Held in Trust	\$ 38,887
1310	Escrow Deposits	\$ 10,553

2. Click on the  button on the toolbar or select Print from the File menu.
3. Click on the  button in the upper right corner to close the statement window. The **Statement Selection Screen** displays.

